

**CLASS TITLE: DEPUTY DIRECTOR (DLT)**

**Class Code: 02589900**

**Pay Grade: 44A**

**EO: A**

**CLASS DEFINITION:**

**GENERAL STATEMENT OF DUTIES:** To assist the Director, Department of Labor and Training in planning, implementing, coordinating and evaluating the functions of the agency. To serve as Director in the absence or inability of the Director to discharge the powers and duties of the office; and to do related work as required.

**SUPERVISION RECEIVED:** Works under administrative direction with wide latitude to exercise initiative and independent judgement; work is subject to review through consultation and written reports to ensure conformance to laws, policies, rules and regulations.

**SUPERVISION EXERCISED:** Plans, coordinates, reviews and evaluates the work of administrative, technical and clerical staff.

**ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:**

To furnish subordinate managers with guidance and assistance in the application and interpretation of policies, standards and laws.

To prepare reports, plans and proposals regarding the application and interpretation of policies, standards and laws.

To provide administrative direction to the Department's labor relations and personnel management programs.

To develop and recommend strategies and alternatives for the provision of services pursuant to stated agency goals and objectives.

To identify and raise major policy issues and concerns with appropriate analysis and recommendations.

To provide administrative direction to the office responsible for planning and program development; to insure appropriate coordination of departmental activities with the Work Force 2000 Council and staff.

To serve as liaison with the Department of Economic Development on matters relating to the development of new programs and services for employers and new businesses.

To do related work as required.

**REQUIRED QUALIFICATIONS FOR APPOINTMENT:**

**KNOWLEDGES, SKILLS AND CAPACITIES:** A thorough knowledge of the principles, practices and techniques of public administration; a thorough knowledge of the Employment Security Act, Temporary Disability Act and other acts administered by the Department; a thorough knowledge of the principles and practices of budgeting and planning; the ability to write plans, proposals and reports; the ability to work effectively with federal and state officials and the general public; the ability to plan, develop, organize, coordinate and evaluate and work of a staff engaged in various departmental activities; and related capacities and abilities.

**EDUCATION AND EXPERIENCE:**

**Education:** Such as may have been gained through: graduation from a college of recognized standing with specialization in public or business administration; and

Experience: Such as may have been gained through: employment in an administrative position responsible for the initiation, development, implementation and evaluation of public programs or services  
Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.

Class Revised: August 25, 1991

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